



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY HONOR GUARD SUPPORT

NOTE: PLEASE ALLOW SIX WEEKS PRIOR TO THE DATE OF EVENT FOR PROCESSING

Please provide the information below in a timely, accurate, and complete manner. The Fort Campbell Staff Judge Advocate's (SJA) Office carefully reviews each written request for Fort Campbell military support to make sure each request is legally sufficient to support. The information below provides our military attorneys with the information required to review your request. Hopefully, our office will be able to assist you with your special event, but please remember that Fort Campbell and 101st Airborne's mission and training requirements always take precedence over providing military support to local community relations events.

SECTION A: GENERAL INFORMATION

(NOTE: Each question 1-11 below must be answered to properly evaluate your military support request for compliance with current military regulations).

1. Title of Event: _____
 - a. Town or City: _____
 - b. Date of Event: MM/DD/YYYY
 - c. Time (from) _____ (to) _____
 - d. Place: (airport, convention hall, street address, etc.): _____
 - e. Event website: _____
 - f. Theme of the event: _____
 - g. Purpose of the event: _____
 - h. Will the event have any political implications, purpose, or relationship? Yes ☐ No ☐
If yes, please explain: _____
 - i. Is this event a membership drive? Yes ☐ No ☐
 - j. Expected attendance numbers: _____
2. Has the event sponsor contacted other military units or installations requesting support for the event?
 - a. Yes ☐ No ☐ If yes, please explain: _____
3. Sponsoring Organization is: (Check One): ☐ Fraternal ☐ Educational ☐ Civic ☐ Commercial Enterprise ☐ Federal Government Organization ☐ State/Local Government Organization ☐ Charitable Organization ☐ Non-Profit Organization ☐ Other (Specify) _____

4. Does the local government support this event?
 - a. Yes ☐ No ☐ If yes, please explain: _____



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY HONOR GUARD SUPPORT

SECTION A: GENERAL INFORMATION (Continued)

5. Does the sponsoring organization exclude any person from its membership, or practice any form of discrimination in its functions, based on race, creed, color, or national origin?
Yes ☐ No ☐ (If yes, please explain): _____
6. Sponsor's representative authorized to complete arrangements for Armed Forces participation (Your primary event point of contact):
a. Name: _____
b. Mailing Address: _____
c. City: _____ State: _____ Zip: _____
d. Email Address: _____
e. Phone: Numbers: (Office) _____ (Cell/Home) _____
7. Is the event being used to promote funds or raise funds (cash or other) for any purpose?
Yes ☐ No ☐ If yes, what will the funds be used for? _____
8. Is there an admission cost for the event? Yes ☐ No ☐ If yes, will the admission cost be used to only defray the costs of the event? Yes ☐ No ☐ If no, please explain _____
9. Will admission, seating and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color, or national origin?
Yes ☐ No ☐ If no, please explain. _____
10. How many miles (one way) is your event location from Fort Campbell? _____ miles.
If the one-way distance from Fort Campbell to the event site exceeds 75 miles, the event sponsor **may be** required to fund the costs of commercial van transportation, overnight lodging, and meals for the participating honor guard Soldiers. The commercial transportation must be at least a 12-passenger van with a storage area for the honor guard's flags, stands and equipment. Does the one-way distance from Fort Campbell to the event site exceed 75 miles?
Yes ☐ No ☐ If yes, can the event sponsor fund these costs additional costs (if required)?
Yes ☐ No ☐
11. Funding for military costs:
a. Does the sponsor agree to fund the standard military services allowance for meals, quarters, and incidental expenses for all Armed Forces participants?
Yes ☐ No ☐ Please explain. _____



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY HONOR GUARD SUPPORT

SECTION A: GENERAL INFORMATION (Continued)

- b. Does the sponsor agree to fund Armed Forces participants' transportation, meals, and hotel accommodations to visit the site prior to the event (if required)?

Yes ☐ No ☐ Please explain. _____

- c. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?

Yes ☐ No ☐ Please explain. _____

SECTION B: ADMINISTRATIVE INFORMATION

1. Current U.S. Army regulations place various restrictions on military honor guard support for civilian events. Please read each paragraph below carefully. After your review (if required), initial next to each paragraph indicating you understand and agree to comply with the restrictions/requirements listed.

a. Please explain the mission of the sponsoring organization: _____

b. Please include the organization website (if available and different from event website previously listed): _____

2. Will admission, seating, and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color, or national origin? Yes ☐ No ☐ If not, please explain why. ____

3. Will there be media coverage? Yes ☐ No ☐ If so, please explain what type: _____

4. If any advertisement/publicity mentions Army participation, will we be provided with an advanced copy?

Yes ☐ No ☐ If not, please explain why: _____



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY HONOR GUARD SUPPORT

SECTION B: ADMINISTRATIVE INFORMATION (Continued)

5. INITIALS Due to safety and health considerations, honor guard members do not perform in inclement weather (i.e., rain, snow, high winds, thunderstorms, etc.). It is the event sponsor's responsibility to develop an inclement weather plan. In addition, the sponsor must discuss this inclement weather plan with the honor guard operations noncommissioned officer prior to the event with the understanding that the honor guard may cancel support if the plan is deemed unacceptable.
- a. Is the event to be conducted outdoors? Yes ☐ No ☐ Please explain: _____
6. INITIALS If the event is a parade, current protocol requires active duty U.S. Army Honor Guards to march first in any parade.
7. INITIALS Although Fort Campbell rarely cancels honor guard support for local events once written approval is granted, I understand honor guard support may be cancelled if a last-minute on post (Fort Campbell) mission, deployment or training requirement occurs.
8. INITIALS I understand that if honor guard support is approved, a member of the honor guard will normally contact the event POC within one week of the event date to discuss the event and the honor guard's administrative and logistical requirements. I understand I must notify the honor guard immediately of any changes to the event date or time. I also understand I must meet all administrative and logistical support requirements outlined by the honor guard. Failure to do so may result in cancellation of the honor guard's support.
9. INITIALS Please provide a detailed explanation of the exact duties you expect the honor guard to perform at your event (NOTE: This explanation is critical to determining if Fort Campbell can legally provide the honor guard support you are requesting): _____



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY HONOR GUARD SUPPORT

SECTION C: CERTIFICATION

I certify the information provided herein is complete and correct to the best of my knowledge and belief.

(PRINTED NAME OF THE EVENT SPONSOR)

(SIGNATURE OF EVENT SPONSOR)

(DATE SIGNED)

PLEASE EMAIL COMPLETED FORMS TO:

denise.a.shelton.civ@mail.mil

lindell.s.pleasant.mil@mail.mil

edward.warnock.mil@mail.mil

OR

MAILING ADDRESS

Public Affairs Office
Attn: Community Relations Officer
2574 23rd Street
Fort Campbell, Kentucky 42223

OR

FACSIMILE

(270) 798-6247

QUESTIONS

(270) 461-1277

This packet was updated on 11 September 2012.